

**DELAWARE JUDICIARY**  
**NON-MERIT POSITION**  
**POSTING NUMBER – SC1201N08**

**OPENING DATE:** 12/15/08

**CLOSING DATE:** Continuous

**JOB TITLE:** REALTIME COURT REPORTER

**SALARY RANGE:** \$44,693 MIN – \$60,750 PG/11\* (SMV)  
Plus Transcript Income

**LOCATION:** Superior Court  
Kent County Courthouse

\*Salary applicable for this position is based upon the qualifications of the individual applicant

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**Summary Statement:**

A class incumbent is responsible for the verbatim recording and transcribing of trials, proceedings, hearings and conferences in Superior Court.

**Nature and Scope:**

A class incumbent performs with general supervision from the Chief Court Reporter. Incumbents have contact with court personnel, parties, witnesses, attorneys from government agencies, private industry and law firms and the public for the purposes of making arrangements for the preparation and delivery of transcripts, confirming quoted material and obtaining spelling of technical terms and proper names. An incumbent is responsible for the absolute accuracy and completeness of the verbatim record and must be able to report and produce a satisfactory transcript volume over a sustained work period, as well as produce transcripts of court proceedings on an expedited basis from time to time as needed.

**Minimum Education and Experience Requirements:**

Applicants must show in the application, education, training and/or experience in each of the following areas. Failure in any one area will result in a rating of "Not Qualified." (Resume, transcripts and training certificates may be included as supporting documentation. Resumes may not be substituted for the application.)

1. Graduation from a court reporting school or a university or college having a court reporting curriculum, including or supplemented by courses in standard stenographic methods of taking testimony and dictation and specialized training in reporting and transcribing judicial proceedings involving experts in highly technical professions, businesses and industries.

2. Experience as a stenographic reporter recording and transcribing verbatim proceedings of judicial or quasi-judicial hearings, conferences and meetings in a court system.

**Preferential Requirement:**

Preference will be given to a candidate possessing a Registered Professional Reporter (RPR) certification from the National Court Reporters Association.

**Selective Requirement:**

Applicant must own a CAT realtime capable system at the time of hire.

**Special Requirement:**

Applicant must be realtime capable within one year of hire and be able to obtain security clearance as issued by the State Bureau of Identification.

**Condition of Employment:** Direct deposit of paychecks is required as a condition of employment.

**Benefits:** To learn more about the comprehensive benefit package, please visit the web-site at <http://ben.omb.delaware.gov/programs/index.shtml>.

**Submitting Your Application:** Visit the website at [www.courts.delaware.gov](http://www.courts.delaware.gov). Click on the Career Opportunities Link and then click on “apply” next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Mail your application to:  
Superior Court of Delaware  
New Castle County Courthouse  
500 N. King Street, Suite 2850  
Wilmington, DE 19801
2. Fax your application to: (302)255-2350, Attention: Human Resources
3. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: [apps.superior@state.de.us](mailto:apps.superior@state.de.us)

**Attachments to Applications:**

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

**Accommodations:**

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service, please call (302)739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The Delaware Judiciary – An Equal Opportunity and Affirmative Action Employer**

